

Policy Number 7.5  
Breast Pump Issuance  
Effective/Revised Date: October 1, 2012

**Title:** Breast Pump Issuance

**Purpose**

To ensure initiation or continued breastfeeding when mother and infant are separated.

**Authority**

USDA FNS Policy Memorandum 99-WIC-73; Public Law 101-147; 7CFR 246; MPSF-1: WC-95-37-P, "Providing Breast Pumps to WIC Participants"

**Policy**

Local agencies may provide a manual, single-user electric or a multi-user loaner electric breast pump to breastfeeding participants.

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**I. Local Agency Management of Breast Pump Issuance**

- A. Each local agency issuing breast pumps will designate a local agency Breast Pump Program Coordinator who is responsible for overseeing the inventory and issuance of breast pump program.
  - 1. This person will generally be the local agency Breastfeeding Coordinator.
- B. The local agency Breastfeeding Pump Program Coordinator will:
  - 1. Store breast pumps in a secure area that can be locked when staff is not present.
  - 2. Maintain a record of inventory and a see Attachment [Breast Pump Issuance Log](#).
  - 3. Ensure all staff issuing and receiving pumps document pump and kit information in the Breast Pump Issuance Log.
  - 4. Complete the quarterly breast pump inventories report/ordering form and submit it to the State WIC Office.
    - a. This form is sent out via the weekly newsletter.
  - 5. Assist participants reporting malfunctioning breast pumps.
    - a. Single user electric breast pumps needing repair are reported to the manufacturer by the breastfeeding woman.
    - b. Single user electric or manual breast pumps are not replaced by the local agency.
    - c. Multi-user electric breast pumps are reported to the manufacturer by the local agency.

1. Multi-user electric breast pumps that are malfunctioning may be replaced by another multi-user electric breast pump.
6. Make reasonable efforts to ensure the return of multi-user electric breast pumps to the local agency in a timely manner.
  - a. Contact the State WIC Office upon discovery of the loss.
  - b. If it is determined that the breast pump was stolen, notify the local police, obtain a copy of the police report and scan into the participant's folder.
  - c. If a participant fails to return a multi-user electric breast pump to a Montana local agency, the participant is no longer eligible to receive a breast pump from the Montana WIC Program.
- C. Eligibility for issuance of a breast pump is determined by a CPA, CLC on staff, IBCLC on staff or the local agency Breastfeeding Coordinator.
- D. Breast pumps are issued to participants at no charge.

## **II. Eligibility for a Breast Pump**

- A. Manual pumps are available for breastfeeding participants in the following circumstances:
  1. Women who need help in resolving short-term breastfeeding concerns such as having engorgement, flat or inverted nipples, oversupply, a sleepy baby, or a plugged duct.
  2. Women who are eligible for a single user or multi-user electric breast pump, but request a manual breast pump.
  3. Women with other reasons as determined by the CPA, CLC on staff, IBCLC on staff or the local agency Breastfeeding Coordinator.
- B. Single-user electric pumps and multi-user breast pumps are available for breastfeeding participants who need help in maintaining their milk supply in the following circumstances:
  1. Women separated from their babies regularly such as with full-time or close to full-time return to work or school, infant/woman hospitalization or sharing custody of an infant.
  2. Women with multiple infants.
  3. Women with other reasons as determined by the CPA, CLC on staff, IBCLC on staff or the local agency Breastfeeding Coordinator.

- C. It is strongly recommended a multi-user breast pump is issued for loan to a breastfeeding participant who needs to establish or maintain a milk supply in the following circumstances:
1. Women who will be separated from her infant due to infant or woman hospitalization or custody issues.
  2. Women who are sick and unable to breastfeed or prescribed a contraindicated medication for a short-term period.
  3. Women who may temporarily not directly breastfeed for medical reasons.
  4. Women of an infant with physical or neurological impairment such as weak suck, uncoordinated suck/swallow pattern, inability to suck, or inability to latch on to the breast.
  5. Women of an infant with special needs such as cleft lip or palate, Downs Syndrome, cardiac problems, cystic fibrosis, or other similar conditions.
  6. Women of multiple infants.
  7. Women who want to re-lactate.
  8. Women, of an adoptive infant, who wishes to lactate.

### **III. Procedures for Pump Issuance**

- A. Determine eligibility for a type of breast pump.
- B. Discuss pumping techniques and discuss all aspects of handling expressed breast milk including:
1. Methods of pumping.
  2. When to pump.
  3. How long to pump.
  4. How to stimulate let-down.
  5. Storage times and temperatures (freezing and refrigeration), and proper thawing and warming techniques.
- C. Provide written instructions on safe handling of expressed breast milk.
- D. Use the manufacturer's instructions to demonstrate how to assemble, use and clean the breast pump.
- E. Observe the participant demonstrating assembly, use and how to clean the breast pump.

- F. Complete the Attachment [Breast Pump Release Form](#) or the Attachment [Multi-user Electric Breast Pump Loan/Release Form](#).
  - 1. Scan it into the participant folder.
  - 2. If using the Multi-user Electric Breast Pump Loan/Release Form give a copy to the participant.
- G. Provide a phone number to call for help or support.
- H. Provide encouragement to all women regarding:
  - 1. Getting adequate rest
  - 2. Eating regular meals and snacks
  - 3. Drinking plenty of fluids
  - 4. Spending as much time with infant as possible
  - 5. Reducing stress as much as possible
- I. Schedule a follow-up visit or phone call to address problems or concerns.
- J. Chart the reason for pump issuance and education provided in the participant folder.
- K. Complete the Breast Pump Issuance Log.

#### **IV. Return of Multi-user Breast Pumps**

- A. Multi-user breast pumps will be returned to the Local Agency immediately when:
  - 1. Woman/infant separation ends.
  - 2. Infant is latching on to the breast.
  - 3. Milk supply is established.
  - 4. Woman/infant stops breastfeeding.
  - 5. Pump is no longer needed.
- B. A single user electric breast pump may be issued to a participant returning a multi-user breast pump if eligibility is met.
  - 1. Under no circumstances may a participant be issued two breast pumps at the same time.
- C. Return of the multi-user breast pump will be documented in the participant's folder and on the Breast Pump Issuance Log.

- D. Staff will check the pump case for any damage, plug the pump in to ensure it is in good working order, and clean the pump motor casing with a mild bleach solution (1 part bleach to 10 parts water).